



Total Force Administration System Bundled Capabilities Package-1 (BCP-1)

“Unit Capability”

**Lieutenant Colonel Roger Angel
Manpower Information Plans (MIP)**

&

**Major Steve Simmons
Marine Corps Systems Command**



Total Force Administration System

02/01/2004

- **TFAS is our key enterprise wide initiative to move Marine Corps pay and personnel administration to a single log on, predominately self-service, virtually paperless, web based environment.**
- **TFAS allows global access to pay, personnel tools, and personal information viewed electronically in a secure environment.**
- **TFAS supports the unit and the individual.**



TFAS “The Plan”

02/01/2004

- TFAS is fielded through Marine OnLine (MOL) and is based on a series of like capabilities called Bundled Capabilities Packages (BCPs)
 - BCP-0 “Individual Capability”
 - Self-certification
 - BCP-1 “Unit Capability”
 - Foundation of workflow and permissions
 - Moves point of entry closer to event
 - BCP-2 “HQ Capability”
 - Connect work flow from individual to HQMC and back
 - BCP-3 “Expansion”



BCP-1 “Unit Capability”

02/01/2004

- Phase I (Work Flow Routing)
 - Leave
 - Conduct and Proficiency
 - Promotion Recommendation
 - Morning Reports
 - Automated Performance Evaluation System (A-PES)
- Phase II
 - MOL Management
 - Customized Reports
 - Electronic Personal Action Request (PAR)
 - PTAD and Liberty



TFAS BCP-1

02/01/2004

- BCP-1 is the key to future fielding
 - The first step in giving commanders back the capability lost with the reduction in administrators
 - The foundation for future capability
- Balances Authority, Responsibility and Information Access
 - Establishes the workflow needed to pass requests and establish permissions
 - Works within structure to allow visibility of information
 - Generates MCTFS entries at the appropriate level



How It Works

02/01/2004

- WEB Based
 - Local MISSO initiates RUC level Commander
 - Commander provided a template
 - Accept or change
 - Commander determines authority through assignment of permissions



Permissions & Workflow

02/01/2004

- **A single permission is associated w/**
 - An Individual User for a...
 - Individual Task (e.g. Leave Request) & a given...
 - Work Flow Permission Type, but only for a defined...
 - Unit Scope
- **Workflow Permissions Type:**
 - View
 - Reviewer (Active or Passive)
 - Approval
 - Grant
- **Permissions granted by Reporting Unit Code (RUC) CO & delegated subordinates.**
 - Templates
 - By Task
 - Rule Based
- **Users can have many permissions associated w/ their MOL profile.**



Scope

02/01/2004

- Workflow determined by Scope
 - Battalion/Squadron
 - Company/Detachment
 - Platoon/Division/Directorate
 - Squad/Work Section



Permissions

02/01/2004

MOL Management - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address [FAS/management/switchModule.do?prefix=&page=/navigation.do%3FmenuLevel%3D2&ActionForward=permissionAssignment](#) Go Links »



MANAGEMENT

[Logout](#) | [Account](#) | [Help](#)

Home | **Unit Leaders** | **MOL Management**

Organization Structure | **Assign Permissions**

Manage Templates

Assign Privileges

Show User Privileges

User Privileges

Assign Template Privileges

DAVID KELLEY JR

Current Organization Context is: HEADQUARTERS BATTALION 3RDMARDIV

Current Parent Organization Context is: HEADQUARTERS BATTALION 3RDMARDIV

Member of:

HEADQUARTERS BATTALION 3RDMARDIV

Have Permissions in:

HEADQUARTERS BATTALION 3RDMARDIV: (13001)

Current SecurityContext: UserId: 30640.0 ModuleId: MOLMGT OrganizationId: 3267.0

Session Objects:

TasksKey/Workflow

ChangeContextActionDiscriptor-Session

NavigationManager-Session

Start | Internet | MOL Management - Mi... | Document1 - Microsoft W... | 11:40 AM



Permissions

02/01/2004

MOL Management - Microsoft Internet Explorer provided by MCB Camp Lejeune

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://207.133.68.45/TFAS/management/WizSelectOrg.do> Go Links

 **MARINE ONLINE** [Logout](#) | [Account](#) | [Help](#)

Privilege Set Assignment

[Options](#) > [Select Module Name](#) > [Select Organization](#)

	Assign	Delegate
Leave Check-In		
Approver	*	*
Leave Check-Out		
Approver	*	*
Leave Echelon 1		
Viewer	*	*
Leave Management		
Approver	*	*
Active Reviewer	☐	☐
Passive Reviewer	☐	☐
Viewer	☐	☐

[Previous Step](#) [Next Step](#) [Cancel](#)

Microsoft PowerPoint - [MOL Section Brief.ppt]

Start RE: WE... PERFOR... CD Player MOL M... Microsoft... Inbox - M... FW: MO... 1:55 PM



Leave

02/01/2004

- Individual initiates from the Web
 - Any computer with internet access
- Recommendations and approval through workflow
 - Member chooses active reviewer by scope
- Individual, duty, or command sign-out through MOL
 - Commander decides
- Unit Morning Report updated by sign-out
- Self or command check-in
- MCTFS transaction generated by check-in
- Member charged leave



Leave

02/01/2004

Leave Management Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print

Address <http://207.133.68.45/TFAS/leave/switchModule.do?prefix=&page=/navigation.do%3FmenuLevel%3D3&ActionForward=newLeaveRequest> Go

LEAVE [Logout](#) | [Account](#) | [Help](#)

Home | [Personal Information](#) | [Update Information](#) | [Leave](#) | [Resources](#) | [Marine Locator](#)

New Leave Request **New Leave Request For LCPL MARC KING**

SSN:		Leave Used YTD:	.0
First Name:	MARC	Leave Balance:	27.5
Middle Initial:	A	EAS Date:	19 Aug 2005
Last Name:	KING	MOS:	3043
Rank:	LCPL		

Leave Address:	BRKS 4433 RM 441 CAMP COURT N	Leave Type:	Annual Leave
Leave Address 2:	UNIT 35880, FPO AP 96602-5880.	Leave Phone Number:	6227667
Requested Departure Date:		Requested Return Date:	
Requested Departure Time:		Requested Return Time:	

Done Internet

Start Microsoft Outlook Web Ac... ScreenShotsBCP-1.doc - ... Leave Management S... 2:09 PM



Leave

02/01/2004

Leave Request History - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address <https://207.133.68.45/TFAS/leave/switchModule.do?prefix=&page=/navigation.do%3FmenuLevel%3D3&ActionForward=leavehistory> Go



LEAVE

[Logout](#) | [Account](#) | [Help](#)

Home | **Unit Leaders** | **MOL Management**

[Management Status Report](#) | [Leave Management](#) | [Promotion Recommendation](#) | [Pro/Con](#)

Manage Requests
New Leave Request
View Requests

View Leave Requests By Organization

Filter this list by Status

Rank	Name	Depart Date	Return Date	IncDays	Address	Phone	Status	
2NDLT	ABIGAIL null STEINKE	30 Sep 2003	13 Oct 2003	11	50-1 SHIOYA, 50-1 SHIOYA GUSHIKAWA CITY	9747784	In Process	View
2NDLT	ABIGAIL null STEINKE	20 Nov 2003	02 Dec 2003	10	Federal Correction Facility	na	Approved	View
LCPL	MARC A KING	29 Sep 2003	15 Oct 2003	14	1031 Harbour Drive	1-295-234-0987	In Process	View
SSGT	MICHAEL T DICKERSON	15 Oct 2003	15 Nov 2003	29	123 Burbon Street	18005551212	In Process	View
MAJ	ROBERT A AKIN	30 Sep 2003	10 Oct 2003	8	4435B CAMP COURTNEY	6228190	Deleted	View
MAJ	ROBERT A AKIN	30 Sep 2003	17 Oct 2003	15	4435B CAMP COURTNEY	6228190	Approved	View
SGT	WAYNE C ABEL JR	27 Sep 2003	30 Sep 2003	1	766A FUTENMAN HOUSING	6466252	Executed	View

Page 1 of 1

v 2003.2.00 (build 48) TFAS-Web-Server-13 Mon Sep 29 17:33:39 CDT 2003

Start | Microsoft Outlook Web Ac... | ScreenShotsBCP-1.doc - ... | Leave Request Histor... | Internet | 5:31 PM



Unit Management & Status Report

02/01/2004

Concept

- Standardize Morning Report process across the Marine Corps
 - Designed to meet the needs of the RUC level commander & subordinates.
 - Will give a single accurate manning & status picture for accountability.
 - Eliminate/Reduce paper, differing data formats, compilation time, redundant data entry & errors.
- Two Modules:
 - **Unit Management** (Data Entry) occurs at RUC level and below only.
 - **Status Report** (Morning Report) – READ-Only; Global view.



Unit Management -Data Entry

02/01/2004

- Update Data
 - Duty Status (Present-for-Duty, On Leave, Etc.)
 - Unit Membership – Update values for RUC/Co/Plt/Work Section
 - Comments
- Unit Membership Updates
 - Internal to RUC -Allows for update of local unit membership changes within Unit Scope. Examples:
 - BN can transfer a Marine from one Company to another.
 - Co Cmdr can transfer a Marine from one Platoon to another.
 - Plt Cmdr can transfer a Marine from on Work Section to another.
 - External to RUC - Drops & Joins (PCS/PCA, FAP, TAD)
 - Gets “Names” on/off rosters & allows MOL “functions” immediately.
 - Will not create a MCTFS join/drop transaction due to complex nature & financial impacts of Joins & Drops. PAC must still join/drop in MCTFS.
 - Can be prepared by an Active Reviewer, but a user w/ Approval permissions must “Approve” it to commit the Drop/Join in MOL.



Unit Management

02/01/2004

UMSR Summary Counts - Microsoft Internet Explorer

File Edit View Favorites Tools Help

UMSR [Logout](#) | [Account](#) | [Help](#)

Extracting Data From: Real Time Data
 Reporting Unit Code: 13001
[UMSR Home](#) | [Select Unit Scope](#) | [Morning Report Status](#) [Printer Friendly](#)

Duty Status	Marine Officer	Navy Officer	Marine Enlisted	Navy Enlisted	Civilian	Other	Total
☒ Total Manpower	88	16	691	36			831
☒ On Hand	86	16	681	36			819
Present for Duty	85	16	678	36			815
Legal Hold							
Medical (Light Duty)							
Medical (Limited Duty)							
Medical (Sick Call)							
Medical (Med Board/PEB)							
Field Duty							
Range		1		3			4
☒ Other							
☒ Leave	1						1
☒ Medical			1				1
☒ Legal	1		7				8
☒ TAD			2				2
Total Available	86	16	681	36			819

☐ Join History (Last 5 Days): 1

Join Date	Rank	L.Name	F.Name	MI	SSN	RUC	Co.	Plt.	WS	Category	Comments
29 SEP 2003	MAJ	Simmons	Steven	A		13001	E	1PLT	1SEC	Present for Duty	Mr Guey Lo...

☐ Drop History (Last 5 Days): 1

Drop Date	Rank	L.Name	F.Name	MI	SSN	RUC	Co.	Plt.	WS	Category	Comments
29 SEP 2003	PFC	Charley	Leanna	M		13001	H	HBSP	HQ	Present for Duty	KEITH SPUR...

Start | Microsoft Outlook Web Ac... | ScreenShotsBCP-1.doc - ... | UMSR Summary Count... | Internet | 5:54 PM



Status Report (Morning Report)

02/01/2004

- **Certifying the Unit**
 - Cmdrs will set their own policy as to the time of day when subordinate units need to submit a “Morning Report.”
 - Submitting a Morning Report means each leader at their level (Work Section-> Plt -> Company -> RUC) “certifies” that the duty status and unit membership for the Marines in their unit is current as of the date/time of certification.
 - The data is captured (snapshot) - date/time stamped.
 - As each lower level unit performs this certification up to the RUC level, higher level units above the RUC become certified.
- **2 Views: Certified “Morning Report” & Status Report**
 - Users may see a real time view of the Status Report (incorporates any changes that have occurred after “Morning Report” certification) or they may view the current daily “certified” Morning Report.



Promotion Recs & Pro/Cons

02/01/2004

- **Common Functionality**

- Any number of Active Reviewers can participate; Passive Reviewers view. Give "View" permissions – provides oversight.
- Users participate in any sequence. Can occur in Ad Hoc/non-sequential manner.
- Approver has final say; once Approver submits – records locked & MCTFS transactions result.
- On Page Links to Marine's BIR, BTR, etc.
- User Can apply "group edits" – select all Recs from another user, then edit exceptions.
- Data is sort-able, e.g. show all Non-Recs, sort by Pro/Con values, etc.
- User w/ lesser unit scope not able to see "higher" recommendations.
- Can "submit" a recommendation on one Marine or many.
- Users may not edit recommendations of other users.
- Prompts for further actions – Page 11 entries for non-Recs, etc.



Promotion Recs & Pro/Cons

02/01/2004

- **Promotion Recs**

- System generates an [Eligibility List](#) for upcoming Month (~5th day of month).
- Have about 10 calendar days to submit Recs.
- Active Reviewers make Recs on promotion eligible Marines.
- RUC CO/"Acting" CO is the Approver.
- Approver has final say – submit data for MCTFS transaction.
- [Select Grade Report](#) – Marines who come up select grade – MOL will generate a report to users.

- **Pro/Con's**

- All Occasions (SA, GC, TR, etc.)
- Active Reviewers provide recommended P/Cs & comments.
- Links/Info to Pro/Con Guidelines.



Promotion Recs & Pro/Cons

02/01/2004

Promotion Recommendations Event Roster - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail

Address <https://207.133.68.45/TFAS/promrec/detailListAction.do?status=SUBMITTED> Go

PROMOTION RECOMMENDATIONS

[Logout](#) | [Account](#) | [Help](#)

Promotion Recommendations - November 2003

Submitted

	Rank	Name	PMOS	Unit	Restricted	Draft Rec	Current Prom Rec	Published By
☒	CPL	CAMPOS, OSCAR	0621	13001-C-CCOM	NO	-	Recommended	Details
☒	LCPL	AGUILAR JR, SANTOS	5811	13001-B	NO	-	Recommended	Details
☒	LCPL	COOK, SEAN P.	4671	13001-A	NO	-	Recommended	Details
☒	PFC	BREKSA, ADAM A.	0627	13001-C-CCOM-000	NO	-	Recommended	Details

Page 1 of 1

☐ Select all on page

A = "Approved" | R = "Restricted"

"Copy Current to Draft" Copies current recommendation to the user's draft. | "Add to List" Adds selected members to user's collection of selected members.

v 2003.2.00 (build 48) TFAS-Web-Server-13 Mon Sep 29 17:41:57 CDT 2003

Done

Start | Microsoft Outlook Web Ac... | ScreenShotsBCP-1.doc - ... | Promotion Recommen... | 5:39 PM



Promotion Recs & Pro/Cons

02/01/2004

Proficiency and Conduct Individual Edit - Microsoft Internet Explorer provided by MCB Camp Lejeune

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address <https://207.133.68.45/TFAS/procon/individualEditAction.do?ssn=0601140338> Go Links

PROFICIENCY / CONDUCT MARKS

[Logout](#) | [Account](#) | [Help](#)

ProCon Occasion: Annual / Semi-Annual for 31 JUL 2003

Record Status:	Working		
SSN:	[REDACTED]	Rank:	PFC
PMOS:	3051	DOR:	2003-06-01
ECC:	2006-12-08	TIG:	5
Duty Status:	1	Promotion Restricted:	NO
Name:	CHARLEY, LEANNA M.		
EAS:	2006-12-08		
TIS:	11		
Unit:	13001-H-HBSP-HQ		

Current Recommendation Pro: Con:

Recommendation: [Pro Con Guidelines](#)

Comments:

Individual Views

☐ BIR

☐ BTR

☐ ROS

☐ EDU

☐ Awards

Done Internet



Lessons Learned (Cont)

02/01/2004

- Start Early in “Cleaning Up” MCTFS codes (Company, Plt, Work Section)
 - Unit must be involved in naming convention
- Clarify policy issues
 - Pro/Con Level of approval
 - Encourage Commanders to grant authority to lowest level
- Emphasize Commanders decide
 - They have more visibility



Lessons Learned (Cont)

02/01/2004

- Latency issues continue to be number one problem at Camp Lejeune
 - Working with the MCNOSC to isolate problem
- Conducting connectivity tests at all sites
- Permissions Management
 - Takes some command policy
 - Having permissions doesn't equal authority



Lessons Learned So Far

02/01/2004

- Civilians must be entered into MCTFS if:
 - They are involved in one of the processes
 - Are on the T/O and you want visibility on the UMSR
- At some point Personnel Officers have to let go
 - Unit Leaders are responsible for entry
 - Personnel Officer's (IPAC) take corrective action
- Know your local resources
 - What computer assets are available?



Rollout plan

02/01/2004

- HQMC (MI) will be involved in first unit in every major region
 - Combination of MISSOs & IPACs to conduct further rollout
- H&S BN MCBCL unit 1
- HQBN 3d MARDIV unit 2
- Focus on change for Reserve use
- YUMA
- West Coast based on OEF II deployment



TFAS FUTURE

02/01/2004

- **Automates Performance Evaluation System (APES) with BCP-1**
- **OMPF ONLINE**
 - Individual capability
- **Automated Career Retention System**
 - Indv Marine view of Renl Options
 - CRS Tools to assemble Renl Request
 - Expedite Approvals at MSC level
- **Training**
- **Separations & Retirement**